



## OSD Training Schedule for Buyers August – December 2013

OSD offers a variety of events and training opportunities related to the procurement of commodities and services, view detailed course description on the [Training](#) Catalog page. Trainings are FREE and, unless otherwise noted, are held in Room 1017 on the 10th floor of One Ashburton Place in Boston.

### How to Register:

Executive Branch - Staff of the Commonwealth of Massachusetts must register using the Commonwealth's Learning Management System, [PACE](#). If you need assistance, print this [Job Aid](#) and follow the instructions. If you do not see your agency listed on the PACE login page, please register through the HRD PACE link.

Details relating to registration for the How to Use Statewide Contracts Webinar are located below.

AUGUST CLASSES	DATE	DAY	LOCATION	START	END
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	8-2-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
Essentials of State Procurement	8-6-13	Tuesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
Comm-PASS Administrator Training	8-15-13	Thursday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	10:00 AM	11:30 AM
Comm-PASS User Training – Solicitations and Contracts	8-15-13	Thursday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	12:30 PM	3:30 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	8-16-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
Essentials of State Procurement	8-21-13	Wednesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
How to Use Statewide Contracts Webinar	8-27-13	Tuesday	Century Link (see Instructions Below On How To Register For Webinar)	12:00 PM	1:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (See Instructions Below On How To Access Webinar)	N/A	N/A

SEPTEMBER CLASSES	DATE	DAY	LOCATION	START	END
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	9-5-13	Thursday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
Comm-PASS Administrator Training	9-13-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	10:00 AM	11:30 AM
Comm-PASS User Training – Solicitations and Contracts	9-13-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	12:30 PM	3:30 PM
Essentials of State Procurement	9-17-13	Tuesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	9-20-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
How to Use Statewide Contracts Webinar	9-24-13	Tuesday	Century Link (see Instructions Below on How to Register for Webinar)	12:00 PM	1:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (see Instructions Below On How To Access Webinar)	N/A	N/A

OCTOBER CLASSES	DATE	DAY	LOCATION	START	END
Essentials of State Procurement	10-08-13	Tuesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	10-18-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
How to Use Statewide Contracts Webinar	10-31-13	Thursday	Century Link (see Instructions Below On How To Register For Webinar)	12:00 PM	1:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (See Instructions Below On How To Access Webinar)	N/A	N/A

<i>NOVEMBER CLASSES</i>	DATE	DAY	LOCATION	START	END
Essentials of State Procurement	11-01-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	11-08-13	Friday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
How to Use Statewide Contracts Webinar	11-19-13	Tuesday	Century Link (see Instructions Below on How to Register for Webinar)	12:00 PM	1:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (see Instructions Below On How To Access Webinar)	N/A	N/A

<i>DECEMBER CLASSES</i>	DATE	DAY	LOCATION	START	END
How to Use Statewide Contracts Webinar	12-10-13	Tuesday	Century Link (see Instructions Below On How To Register For Webinar)	12:00 PM	1:00 PM
Discovering Statewide Contracts: Information, Demonstration, & Application – <b>NEW!</b>	12-11-13	Wednesday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:00 AM	12:30 PM
Essentials of State Procurement	12-16-13	Monday	OSD Training Room, One Ashburton Place - 10th Floor, Boston, MA 02108	9:30 AM	4:00 PM
Best Practices for Comm-PASS E-Procurement Webinar	N/A	Online	PACE (See Instructions Below On How To Access Webinar)	N/A	N/A

### Instructions for Registering for the How to Use Statewide Contracts Webinar

1. Launch the URL at <http://howtouseswcs.eventbrite.com> .
2. Follow the registration instructions.
3. Details for accessing the webinar through Century Link will be emailed to you prior to the date of the class.

### Instructions for Launching the Online “Best Practices for Comm-PASS E-Procurement Webinar” Course Through PACE

1. Launch the PACE URL at <http://www.mass.gov/pace>
2. Select **PACE Login**
3. Select Your Agency (If your agency is not listed, select Human Resources Division)
4. Enter Your User Login ID (EMPID) and Password  
(If you are a first time user, your Login ID is your Employee ID and your password is your last name, as it appears on your pay advice, case sensitive – e.g. “Smith” not “smith”)
5. Select **Student Learning Center**
6. Select **Course Catalog**
7. Type in the keyword – “**OSD**” to find the applicable course (*Leave the dropdown boxes as “All”*).
8. Follow the prompts